



Arnold Mill Primary School

First Aid Policy

June 2026

First Aid Policy

This document should be read in conjunction with the Health & Safety Policy (January 2026).

Policy Statement.

The Governing Body and Head Teacher of Arnold Mill Primary School accept their responsibility under the Health and Safety (First Aid) Regulations 1981 which require all employers including schools to provide adequate and appropriate equipment, facilities and personnel to enable first aid to be given to employees if they are injured or become ill at work.

They also acknowledge the importance of providing First Aid for children, parents, governors, contractors and other visitors within the school under their duty of care. In the case of pupils, the requirement to act “in loco parentis” does extend to provide First Aid arrangements.

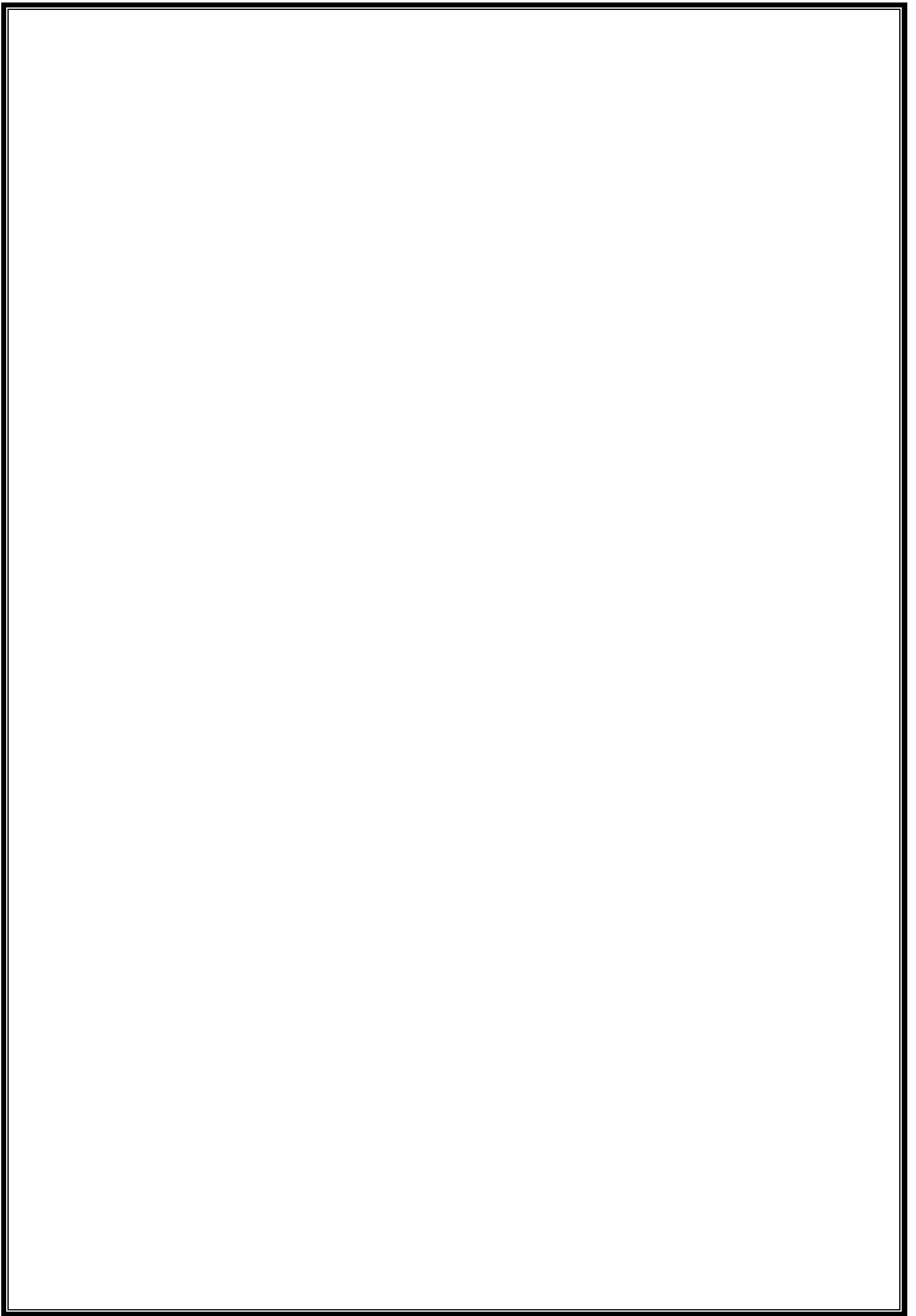
The Governors are committed to the Authority’s procedure for reporting accidents and recognise their statutory duty to comply with the Reporting of injuries, diseases and dangerous occurrences regulations 1995 (Riddor).

The provision of First Aid within the school will be in accordance with the Authority’s guidance on First Aid in school.

Signed _____
(Head Teacher)

Date _____

Signed _____
(Chair of the Governing Body)



Statement of First Aid organisation.

The school's arrangements for carrying out the policy include nine key principles.

- Places a duty on the Governing body to approve, implement and review the policy.
- Place individual duties on all employees.
- To report, record and where appropriate investigate all accidents.
- Record all occasions when first aid is administered to employees, pupils and visitors.
- Provide equipment and materials to carry out first aid treatment.
- Make arrangements to provide training to employees, maintain a record of that training and review annually.
- Establish a procedure for managing accidents in school which require First Aid treatment.
- Provide information to employees on the arrangements for First Aid including
- sufficient notices to inform all employees and visitors to site where they can access first aid.
- Undertake a risk assessment of the first aid requirements of the school.

Arrangements for First Aid.

Materials, equipment and facilities.

The school will provide materials, equipment and facilities as set out in DfEE 'Guidance on First Aid for schools'.

The location of First Aid Kits in school is:

- Sensory room
- Library Area
- Foundation Unit
- The Den

The contents and location of the kits will be checked on a regular basis by the two Care Assistants.

The School Manager will be responsible for monitoring the use of first aid materials and replenishing stock.

The following employees are named first aiders:

Jackie Oldfield
Amanda Stones
Karen Nunley
Holly Robinson
Sophie Berry
Tom Robinson
Hannah Joynt
Ruth Greentree
Shaun Hewlett
Joe Phillips-
Sam Hopewell

Melissa Beeson
Nikki Tomlinson
Kelly Broniewska
Kayley Kemp
Nancy Farag

Off-site activities.

At least one first aid kit and one first aider will be taken on all off-site activities, along with individual pupil's medication such as inhalers etc.
Prior to any visit a risk assessment will be undertaken. The Head Teacher will make a judgement based on the information provided as to the need for a first aider to be included. A first aider will attend all residential visits.
Travelling kits may contain additional items. It is particularly important to carry disposable gloves and aprons.

Information on First Aid arrangements

The Site Manager or Head Teacher will inform all employees at the school of the following:

- The arrangements for recording and reporting accidents.
- The arrangements for First Aid.
- Those employees with qualifications in First Aid.
- The location of First Aid kits.

New members of staff and those working on a temporary basis will be given details of the arrangements for first aid at the earliest available opportunity.

In addition, the Site Manager or Head Teacher will ensure that signs are displayed throughout the school providing the following information:

- names of employees with first aid qualifications.
- location of first aid boxes.

All members of staff will be made aware of the school's first aid policy.

Accident Reporting.

The Governing body will implement the LEA's procedures for reporting:

- all accidents to employees
- all incidents of violence and aggression.

All accidents should be recorded in the on Medical Tracker as soon after the incident as practical.

The online recording form should be completed as fully as possible and the area of injury should be marked on the template if necessary.

A report will be sent home via the email system and the parent/carers contacted if deemed necessary.

The persons responsible for monitoring accidents and incidents to identify trends is Jackie Oldfield.

The Governing body is aware of its statutory duty under RIDDOR in respect of reporting the following to the Health and Safety executive as it applies to employees.

- An accident that involves an employee being incapacitated from work for more than seven consecutive days.
- An accident which requires admittance to hospital for in excess of 24 hours.
- Death of an employee.
- Major injury such as fracture, amputation, dislocation of shoulder, hip, knee or spine.

For non-employees and pupils an accident will only be reported under RIDDOR:

- where it is related to work being carried out by an employee or contractor and the accident results in death or major injury, or;
- It is an accident in school which requires immediate emergency treatment at hospital

For each instance where the Head teacher considers an accident to a visitor or pupil is reportable under RIDDOR the advice of the authority will be sought.

Where a pupil has an accident, it will be reported to the LEA.

All accidents to non-employees (e.g.) visitors which result in injury will be reported to the authority.

Pupil accidents involving their head.

The Governing body recognise that accidents involving the pupil's head can be problematic because the injury may not be evident and the effects only become noticeable after a period of time.

- Where emergency treatment is not required, the accident report email will be sent home to the child's parents or carers.

Transport to hospital or home.

- The head teacher will determine what is a reasonable and sensible action to take in each case.
- Where the injury is an emergency an ambulance will be called following which the parent will be called.
- Where hospital treatment is required but it is not an emergency, then the Head Teacher will contact the parents for them to take over responsibility for the child.
- If the parents cannot be contacted then the Head Teacher may decide to transport the pupil to hospital. Where the Head Teacher will make arrangements for transporting a child. The following points will be observed:
 - Only staff cars insured to cover such transportation will be used.
 - No individual member of staff should be alone with a pupil in a vehicle.
 - The second member of staff will be present to provide supervision for the injured pupil.

Personal Safety

All staff involved in the provision of First Aid must take their own safety into account, making safe the area for the sake of the injured and the person treating them must be a priority.

Administration of Medicines

The people responsible for the administration of medicines in accordance with the supporting Pupils with Medical Needs in Schools Document, including keeping records of parental permission, keeping medicines secure, keeping records of administration, and safely disposing of medicines which are no longer required, are Amanda Stones and Sophie Berry

All staff who administer medicine must ensure that it is recorded in the log immediately after administration.

The person responsible for undertaking and reviewing the healthcare plans of pupils with medical needs is: Sophie Elms. The persons responsible for overseeing the correct implementation of healthcare plans is Abbie Slater.

All medicines are kept in the Sensory room and inhalers are kept under supervision in each classroom.